

**CITY OF HOUSTON**  
**FINANCE & ADMINISTRATION**  
Franchise Administration Division

**Basement/Vault Space - Permit Questionnaire**

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1. Who is the owner of the facility?
2. Who will be the operator of the facility?
3. For what exact purpose will this permit be used?
4. What is the number and type of conduits, vaults, utility tunnels or other permanent construction fixtures, etc. associated with this project?
5. What will be the method of construction that will be used for the project in the street or Public Rights-of-Way, i.e., trenching, boring, cutting, or other (please describe)?
6. What is the length or other appropriate dimensions of this conduit, vault, utility tunnel, fixture, or structure within the city's rights-of-way?
7. Do you plan to utilize public land or property to construct your facility?
8. What is the proposed location for this project? Please provide a copy of the appropriate Key Map Sections highlighting the specific right-of-way location involved?
9. Will the company realize any revenues from this facility?
10. Is the organization self-insured? If so, please provide a copy of the certificate of Insurance.
11. The City of Houston will assess an annual fee of \_\_\_\_\_ for the privilege to occupy space within the city's right-of-way.